



Suspension and Withdrawal of Academic Provision: Request Form

Before completing this form, please refer to 1.10 Suspension and Withdrawal of Academic Provision Procedures. Email completed form to Te Korowai Kahurangi (tkk@unitec.ac.nz)

ACADEMIC PROVISION TYPE:	<i>Level 3 Certificate</i>		
TITLE:	<i>New Zealand Certificate in Retail (Level 3) [NZ2235]</i>	PEOPLESFT CODE:	
TYPE OF CESSATION:	<i>Suspension of Enrolments</i>		
FINAL SEMESTER / YEAR FOR NEW ENROLMENTS:	<i>Sem 1 2019</i>	FINAL SEMESTER / YEAR FOR EXISTING STUDENTS TO COMPLETE:	<i>Sem 1 2019.</i>
RATIONALE FOR DISCONTINUATION	The New Zealand Certificate in Retail was delivered by the Skills Update Training School (SUTI) under the umbrella of Unitec since 2016. In 2018 a decision was made by SUTI to discontinue the delivery of the NZCR due to the poor financial performance of the programme. The final four courses were delivered in Semester 1 2019.		
NUMBER OF STUDENTS CONTINUING AFTER NEW ENROLMENT CEASES:	No students remain on the programme – detail below		
IMPLICATIONS / TRANSITION ARRANGEMENTS FOR EXISTING STUDENTS	<p>This programme is a six-month programme based on learning outcomes which requires students to pass assessment in two submissions, special teach-out arrangements were not required. The programme simply refrained from taking in new students.</p> <p>Since the programme is a semester programme consisting of unit standards, it was possible to suspend the programme with minimal impact on the students and therefore no in-depth process to inform students were required. Furthermore, since students were only expecting to be at SUTI for a semester, there were no pastoral care required when the programme was suspended. SUTI does have strong pastoral care, both from tutors and programme administration, so the School's management was assured of a smooth suspension.</p>		
IMPLICATIONS FOR SHARED COMPONENTS,	Not applicable		

CO-PROVISION AND COLLABORATIVE ARRANGEMENTS:	Not applicable		
ENGAGEMENT WITH AFFECTED STAFF, STUDENTS AND RELEVANT UNION REPRESENTATIVES:	<p>The NZCR has been well managed by the SUTI programme management and teaching team, and the programme was noted for the high levels of pastoral care and guidance offered to the students, many of whom were recent immigrants studying in New Zealand for the first time.</p> <p>The teach out was a matter of ceasing enrolments (Dec 2018) and completing the classes for the final cohort (July28 2019).</p>		
ENGAGEMENT WITH OTHER RELEVANT UNITEC AREAS	All administrative matters were managed by SUTI and therefore support functions in Unitec are not affected.		
DATE OF REVIEW:	Not applicable		
CONTACT PERSON FOR THIS APPLICATION:	Antoinette Wessels, Kerry Kirkland		
PAQC ENDORSEMENT DATE:		LEADERSHIP TEAM APPROVAL DATE:	
HEAD OF PRACTICE PATHWAY:		NETWORK DEAN:	

TKK Reference – To be completed after Academic Board Approval

IMPACT ANALYSIS	<i>TKK to undertake a full impact analysis of the request. This will include any flow on effects for current students and associated courses and programmes.</i>
ACADEMIC BOARD APPROVAL DATE	
NOTIFICATION OF FINAL APPROVAL TO STUDENTS AND RELEVANT PROGRAMME STAFF	<i>To be completed by Academic Leader / Head of Practice Pathway. Add date here</i>
NOTIFICATION TO OTHER RELEVANT UNITEC AREAS	<i>To be completed by TKK. Add date here</i>
NOTIFICATION TO RELEVANT EXTERNAL BODIES	<i>To be completed as relevant, – provide list and date of notification for each here</i>
RECORDS UPDATED (RELEVANT TEAMS TO UPDATE BELOW SECTIONS):	
TE KOROWAI KAHURANGI	<i>E-Academic Library Regulations Monitoring / Compliance Databases Relevant parts of the SMS (PeopleSoft)</i>
MARKETING AND INTERNATIONAL	<i>Website, promotional materials, and other relevant activities</i>

ADMISSIONS AND ENROLMENTS	<i>Records, activities, and relevant areas of the SMS updated</i>
ACADEMIC ADMINISTRATION	<i>SMS updated to show the change in students' records as relevant</i>